

State of Connecticut JOB POSTING

Office of the Secretary of the State

ELECTIONS OFFICER- Legislation Elections and Administrative Division (LEAD)

DUE TO THE STORM, WE HAVE EXTENDED THE CLOSING DATE TO FEBRUARY 5, 2015!!

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

Open To: Candidates on current examination list

Location: 30 Trinity Street, Hartford, Connecticut

Job Posting No: #0919-AR24-PCN-211

Hours: 40 hrs/week

Salary: AR-24 Step 1 - \$67,371.00

Closing Date: February 5, 2015

Eligibility Requirement: Candidates must have applied for and passed the ELECTIONS OFFICER exam and be on the current certification list promulgated by the DAS for this class. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Examples of Duties:

Assists in the preparation and editing of ballots, forms and instructions related to elections or campaign financing; prepares and furnishes information and educational materials for state and local officials, candidates, political committees, lobbyists, citizens and other concerned parties concerning elections or campaign finance; drafts legislation and procedural and substantive regulations; prepares materials for legislative committees; may conduct training for elections officials or campaign treasurers; performs related duties as required.

In the Office of the Secretary of the State – assists in the biennial compilation and publication of election laws; answers inquiries and prepares memoranda relating to elections laws; examines nominating and primary petitions; drafts revisions of forms and calendars relating to elections and nominating procedures; participates and assists in the planning of conferences relating to elections administration; prepares materials for and assists in conducting Election Official Conferences for Town Clerks and Registrars of Voters.

Knowledge, Skill and Ability: (Minimum qualifications)

Considerable knowledge of campaign financing and disclosure laws; knowledge of Connecticut election Laws; interpersonal skills; oral and written communication skills; considerable ability to interpret and Clearly explain election laws and campaign financing and disclosure laws; ability to interpret complex Legislation; ability to utilize computer software.

General Experience:

Six (6) years of experience in providing complex clerical support involving the legal and technical aspects elections and/or campaign financing.

Substitution Allowed:

1. College training may be substituted for General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General experience

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment VIA U.S. POSTAL SERVICE ONLY to:

Office of the Secretary of the State
Human Resources Department – 3rd floor
30 Trinity Street
Hartford, Connecticut 06106

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

